




NG Technician Performance Appraisal Program

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- Annual Appraisal Cycle: 1 Oct – 30 Sep*
 - New Terms
 - Summary Pattern: Level 1 thru Level 5
 - Mandatory Interim Review
 - Mandatory Supervisory “Critical Element”
 - Close Out Assessments
 - New NGB Form 430
 - PAA accessed through MyBiz and MyWorkplace

Performance Standards

- Developing a new standard:

- Analyze the job:

Consult the PD and other source documents.

- Review special duties (if assigned).
- Include new employee in the process.

Requirements for Critical Elements

- Critical elements must be linked to the mission
- Minimum of 3-5 critical elements; key responsibilities must be captured as critical elements to define performance expectations
- Mandatory Supervisory Critical Element
- Critical elements may be weighted for WG only

Supervisory Critical Element

In accordance with TPR 430, para 2-8(f)(3).

A supervisor's performance plan shall include at least one supervisory critical element.

- Administration of EEO.
- Safety Program Support.
- Performance Management Responsibilities.

Five Level Critical Element Rating

- Outstanding 5
 - Excellent 4
 - Fully Successful 3
 - Marginal 2
 - Unacceptable 1
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- Note: One unacceptable critical element makes the whole appraisal unacceptable.

Employee's Responsibilities

Employees are encouraged to:

- Participate in the development of critical elements
- Identify and record their accomplishments
- Participate in interim reviews and the end-of-year assessments, including the self-assessment
- Understand the link between their performance expectations, conduct, and organization mission and goals

Rater's Responsibilities

- Develop critical elements aligned to mission goals and objectives
- Communicate performance expectations to employees and hold them accountable for achieving them
- Provide employee feedback—at least one interim review
- Foster and reward excellent performance
- Address poor performance
- Make meaningful performance distinctions among employees

Higher Level Reviewer Responsibilities

- Be involved in the performance management process throughout the rating period
- Ensure organizational goals are communicated to subordinate supervisors and employees
- Ensure equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters

Technician Appraisal Times

- **Probationary** – Trial period by end of 11th month after appointment
- **During Trial Period** – Technician may be terminated at any time
- **Technician leaving** – close out appraisal accomplished if they have been supervised for at least 120 days and passed on to gaining supervisor
- **Supervisor Leaving** – close out appraisal needed if supervised for 120 days

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- Supervisor must coordinate with HRO for non-retention of an employee by the 11th month for 30 day letter notification.

Mandatory Action Situations

- Appraisal less than “Fully Successful”
 - Requires immediate action for improvement
 - Establish written Performance Improvement Plan (PIP).
 - Must contact HRO at this point.
 - Supervisors may withhold within grade increase

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- 2. If performance improves to “fully successful” a new rating may be given.
 - If “within grade” was withheld may now be granted.
 - If performance continues to be less than fully successful, technician may be removed, reduced in grade or reassigned to another position.

APPRAISAL APPEALS

- Technician may appeal:
 - Any aspect of the appraisal.
 - Time Frames for Filing:
 - Other than unacceptable – 30 calendar days.
 - Unacceptable - 15 calendar days.
 - Must coordinate with HRO.